


VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Quality Control Reviewer</u>	CLASSIFICATION CODE: <u>02829200</u>
	SALARY RANGE: <u>(A24) \$37181 - 43258</u>	REFERENCE POSITION NO.: <u>1236-10000-271</u>
	Department of Human Services	APPLICATION PERIOD: <u>07/07/04 - 07/13/04</u>
	Division/Section/Unit <u>Quality Control Unit</u>	GRACE PERIOD ENDS <u>7/16/2004</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Forand Building</u>
	Restrictions/Limitations: <u>None</u>	<u>600 New London Ave., Cranst</u>
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
PLEASE REFER TO THE ATTACHMENT		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Graduation from a college of recognized standing or considerable full-time employment determining eligibility in a public or private welfare agency; or, any substantially equivalent education and experience.	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Tammy L. Lonardo Dept of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920</p>	
	<p>Telephone #: <u>401-462-2481</u> Fax #: <u>401-462-2041</u> TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf)</p>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Quality Control Reviewer 1236-10000-271
Department of Human Services
Quality Control Unit
Forand Building, Cranston

Duties & Responsibilities

To review the work of field staff through selective reviews of case records of all categories of assistance to determine the extent to which the programs of the agency are being implemented in the fields relative to eligibility and to correctness of payments in order to adhere to federal & state policies and procedures;

To participate in various quality control activities requested by the federal government and/or by the Director of the Department of Human Services;

To make field visits to the houses of the recipients and appropriate collateral field visits in order to validate and verify the eligibility of the recipient by evaluating such factors as: age, residence, income, absence, incapacity, unemployment, personal assets of the recipient, etc.;

To make reports of errors of individual case actions to Casework Supervisors and to participate in corrective action activities, as required;

To do related work as required.